Gymnastics Fees Policy

Southampton Gymnastics Club

Version Control & Revision History

Date	Author	Amendments	Version
10/07/2025	AR	Policy Creation	V1
07/08/2026	AR	Wording adjustment	V2

At Southampton Gym Club, we are committed to delivering a consistent, safe, and enjoyable gymnastics experience. This Fees Policy outlines payment expectations, scheduling details, and how we manage cancellations and absences. All payments are managed through Love Admin.

1. Fee Schedule

- Class fees are billed monthly
- Fees are due on the 1st of each month.
- All payments are processed via the Love Admin system.
- 5% of the class fee may be applied to any payments not successfully processed within 5 working days of the 1st of the month.
- Pre-authorised payments help avoid missed payments, late fees, and disruptions to your child's enrolment.

2. Refund Policy

- Monthly class fees are non-refundable, including missed or unattended classes.
- Joining and membership fees are also non-refundable.
- In cases of long-term illness or injury (with a doctor's note), we may review refund or credit requests on a case-by-case basis.

3. Non-payment

- If monthly fees remain unpaid after 10 working days, your child's place may be paused or offered to a waitlisted member.
- Continued non-payment without communication may result in withdrawal from the class.

4. Holidays & Closures

- Monthly fees remain the same during short scheduled breaks, as fees are averaged across the calendar year.
- A schedule of planned closures will be provided in advance.

5. Unplanned Closures

- In the event of class cancellations due to circumstances beyond our control (e.g., extreme weather, public health restrictions, power outages), fees will not be refunded or credited.

6. Trials

- New members may be offered a trial class before committing to monthly enrolment
- Trial classes are charged separately and need to be paid in advance of the scheduled trial date in order to participate
- After the trial session, payment for the remainder of the month and consecutive months will be scheduled and emailed.
- A **joining fee** will be billed separately. This is £20.00 for Preschool classes and £25.00 for Recreational, General Gymnastics, Display Teams and Squads.

7. Pay as you go classes

- Classes such as Stay and Play, Adult Gym and Holiday classes are paid per session
- Pay as you go classes must be booked and paid for in advance of the scheduled class via Love Admin
- Pay as you go classes are non-refundable and non-transferable, including missed or unattended classes.

8. Annual Membership Fees

- Club membership fees are billed in February for the calendar year. This applies for all Preschool, Recreational and General gymnastics members. Prices are as follows-

  £25.00 per year, including a club t-shirt

  £15.00 per year, no t-shirt
- Our Membership fee covers administrative costs, participation in gala, and registration to our own badge scheme.

9. Enrolment & Re-Enrolment

- Enrolment is continuous and automatically renews monthly through Love Admin.
- To withdraw or pause enrolment, please follow the cancellation process below.

10. Sibling Discounts (Squads only from 10 hours per week +)

- 1st child pays in full each month
- 2nd child pays 80% of monthly fees
- 3rd child pays 70% of monthly fees

11. Cancellation Policy

- To cancel and avoid charges for the upcoming month, you must notify the Operations Manager by email at least 7 days before the 1st of the month (i.e, by the 24th of the previous month).
- Send cancellation requests to: abby@sotongym.co.uk
- Late cancellations (after the deadline) will still be charged for the next month.

12. Attendance Expectations

- Regular attendance is key to skill development and progress.
- Repeated unexcused absences may impact a gymnast's class placement.

British Gymnastics Membership / Insurance

** Please note - Registration with British Gymnastics is the responsibility of the parent/guardian and must be completed online. The cost of registration varies depending on your child's gymnastics level. You will receive an email with further instructions from Abby Ridge. For more information on costs, please visit the British Gymnastics website.**

Southampton Gym Club reserves the right to update this policy when needed. Any changes will be communicated via email and updated on Love Admin and on our website.

We appreciate your cooperation.

For help with your Love Admin account or policy questions, please contact abby@sotongym.co.uk